



PROJECT MANAGEMENT OVERSIGHT

WV OFFICE OF TECHNOLOGY

REQUIRED ARTIFACTS FROM CUSTOMER

- **DESCRIPTION OF OVERALL PROJECT MANAGEMENT METHODOLOGY**
- **PROJECT CHARTER – (THAT INCLUDES PROJECT OBJECTIVES)**
- **BUDGET**
- **SCHEDULE**
- **STATUS REPORTING (REPORT, FREQUENCY OF REPORT)**
- **ISSUE TRACKING**
- **POST PROJECT REVIEWS**

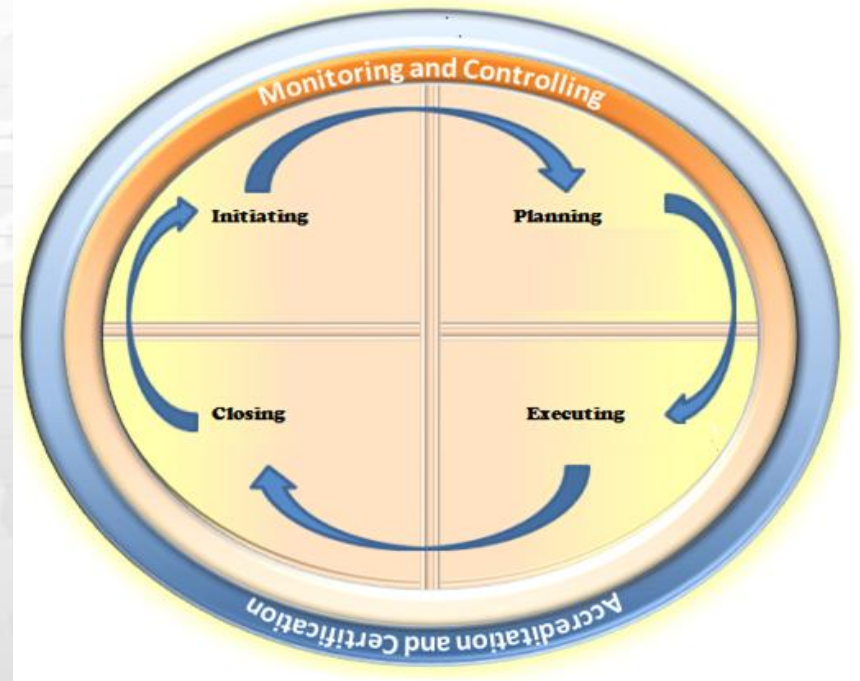
WHY PROJECT MANAGEMENT

- **PROJECTS CAN BE DELIVERED SUCCESSFULLY-CUSTOMER OBJECTIVES ARE ACHIEVED.**
- **RISKS ARE IDENTIFIED AND MANAGED FROM THE BEGINNING.**
- **WVOT RESOURCES ARE COORDINATED AND SCHEDULED.**
- **SAVE TIME AND COSTS.**



PROJECT MANAGEMENT METHODOLOGY

- **INITIATING**
- **PLANNING**
- **EXECUTING**
- **CLOSING**
- **MONITORING AND CONTROLLING**
- **ACCREDITATION AND CERTIFICATION**

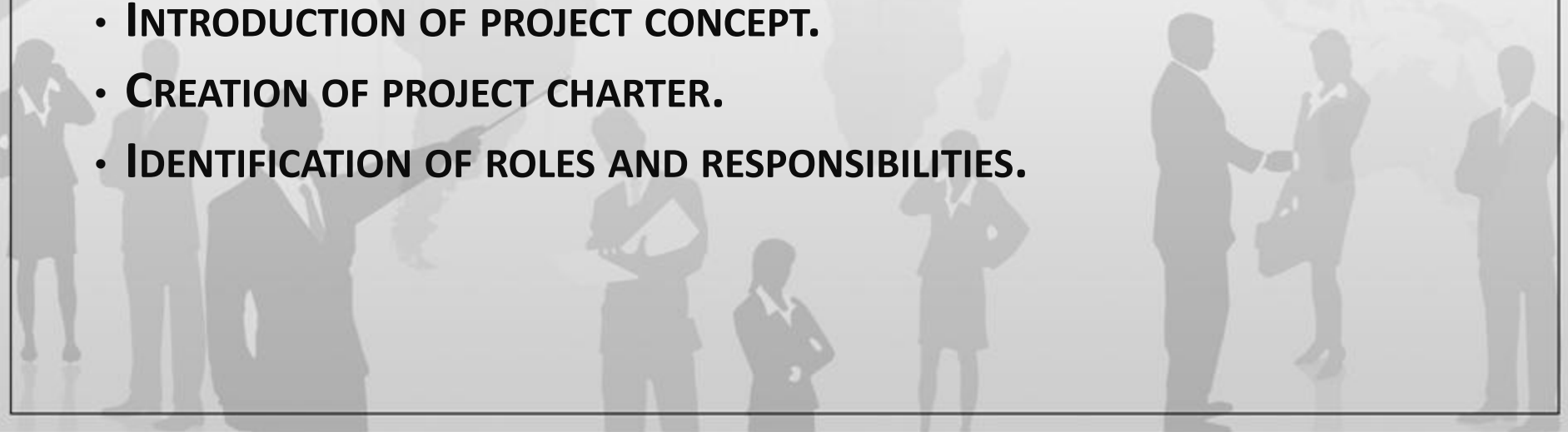




INITIATING PHASE

INITIATING

- FIRST PROCESS OF A PROJECT.
- INITIAL DEFINITION OF PROJECT OBJECTIVES.
- IDENTIFY AND OBTAIN COMMITMENT FROM SPONSORS.
- BEGIN DEFINITION OF PROJECT ROLES AND RESPONSIBILITIES.
- DETERMINE ASSUMPTIONS AND CONSTRAINTS.
- IDENTIFY RISKS.
- INTRODUCTION OF PROJECT CONCEPT.
- CREATION OF PROJECT CHARTER.
- IDENTIFICATION OF ROLES AND RESPONSIBILITIES.

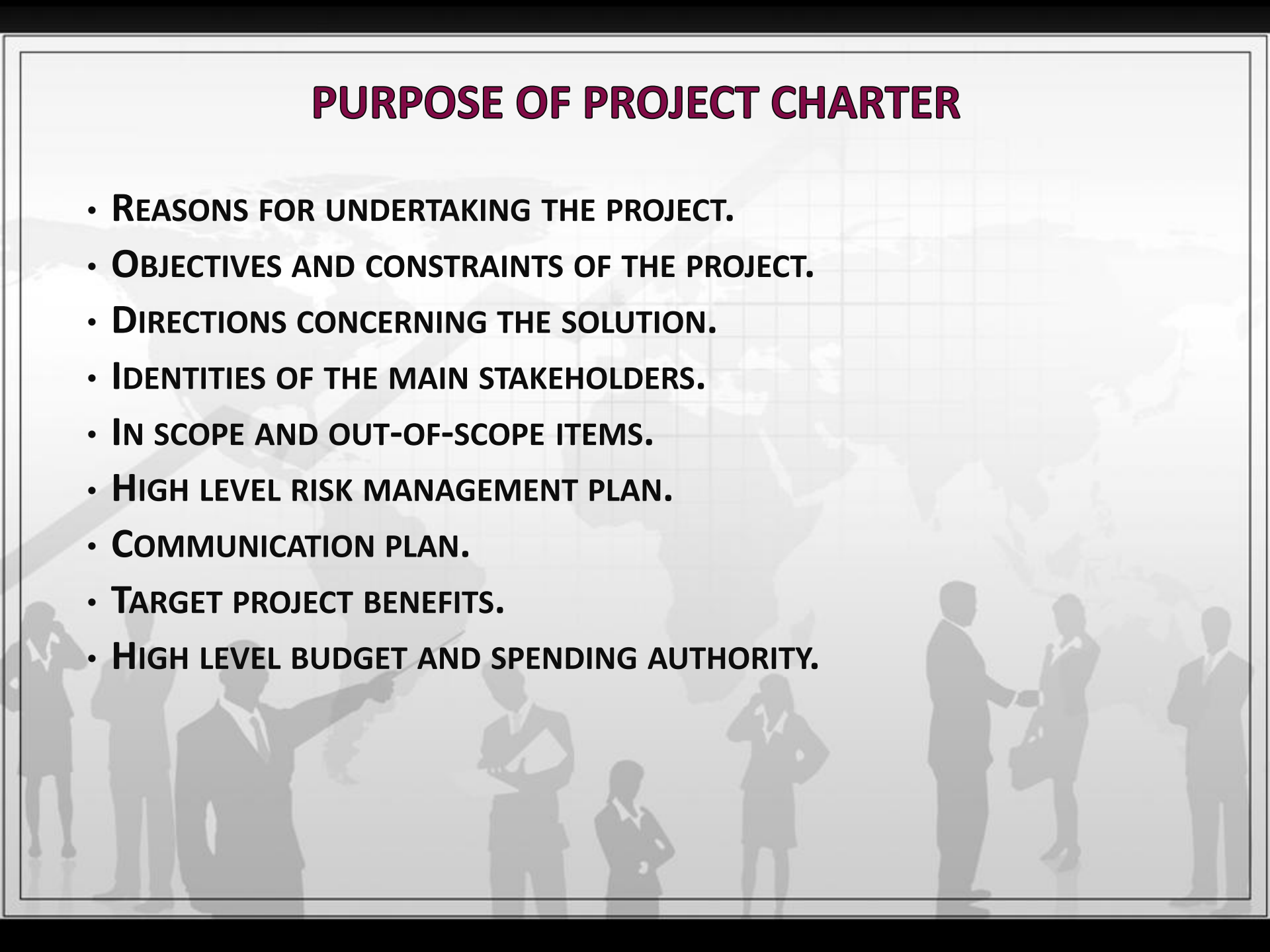


PROJECT CHARTER

- **A DOCUMENT THAT FORMALLY COMMUNICATES THE EXISTENCE OF AN APPROVED PROJECT.**
- **DOCUMENT DETAILS:**
 - **PURPOSE**
 - **OBJECTIVES**
 - **ASSUMPTIONS**
 - **CONSTRAINTS**
 - **INITIAL RISKS**
 - **CONTACT LISTS**
 - **AUTHORITY LEVELS**

PURPOSE OF PROJECT CHARTER

- **REASONS FOR UNDERTAKING THE PROJECT.**
- **OBJECTIVES AND CONSTRAINTS OF THE PROJECT.**
- **DIRECTIONS CONCERNING THE SOLUTION.**
- **IDENTITIES OF THE MAIN STAKEHOLDERS.**
- **IN SCOPE AND OUT-OF-SCOPE ITEMS.**
- **HIGH LEVEL RISK MANAGEMENT PLAN.**
- **COMMUNICATION PLAN.**
- **TARGET PROJECT BENEFITS.**
- **HIGH LEVEL BUDGET AND SPENDING AUTHORITY.**



PLANNING PHASE



PLANNING

- **ESTABLISH THE BASELINE OBJECTIVES, SCHEDULE, SCOPE AND BUDGET.**
- **IDENTIFY ACTIVITIES AND TASKS REQUIRED TO COMPLETE THE PROJECT AND ASSIGN RESPONSIBILITY.**
- **DETERMINE THE APPROACH FOR PROJECT MANAGEMENT FUNCTIONS, SUCH AS COMMUNICATIONS, STATUS REPORTING AND ISSUE TRACKING.**



BUDGET

- **AN APPROVED ESTIMATE FOR THE PROJECT OR WORK WITHIN THE PROJECT**

- **PERSONNEL**

- **MATERIALS**

- **OTHER: TRAINING, RENT AND UTILITIES**



SCHEDULE

- **PROCESS OF DECIDING HOW TO DISTRIBUTE RESOURCES BETWEEN THE REQUIRED WORK AND SETTING START AND DUE DATES OF THE PROJECT WORK ITEMS AND PROJECT TASKS.**

➤ **TASKS**

➤ **PREDECESSORS**

➤ **SUCCESSORS**



STATUS REPORTING

- **CLEAR SUMMARY OF HOW A PROJECT IS PROGRESSING AGAINST ITS SCHEDULE, SCOPE AND BUDGET.**
- **PROVIDE A QUICK SNAPSHOT OF PROJECT HEALTH.**
- **TELLS YOU EVERYTHING YOU NEED TO KNOW ABOUT YOUR PROJECT AT GLANCE:**
 - **SCOPE AND SCOPE CHANGE**
 - **DATE SLIPPAGE**
 - **BUDGET**
 - **ACCOMPLISHMENTS**



ISSUE TRACKING

- **ENSURE THAT ANY CONCERNS RECOGNIZED DURING A PROJECT ARE ADDRESSED IN A TIMELY MANNER AND DO NOT GO UNRESOLVED UNTIL THEY BECOME MAJOR PROBLEMS.**

- **DESCRIPTION**

- **STATUS**

- **IMPACT**

- **PRIORITY**

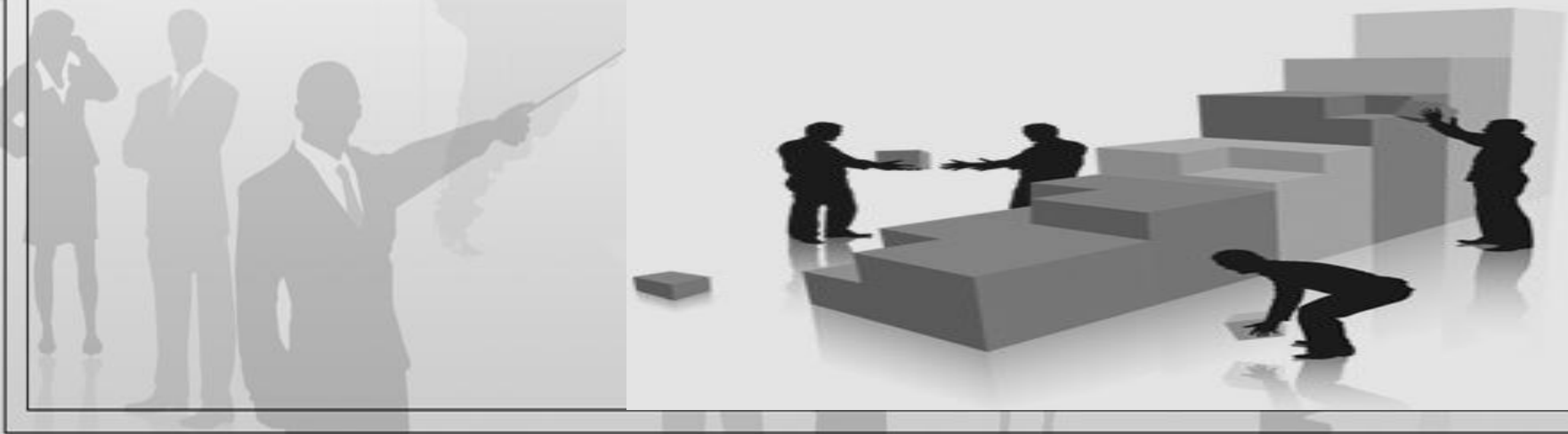
- **ASSIGNED TO**

- **RESOLUTION**

- **DATE CLOSED**

- **DATE ENTERED**

EXECUTING PHASE

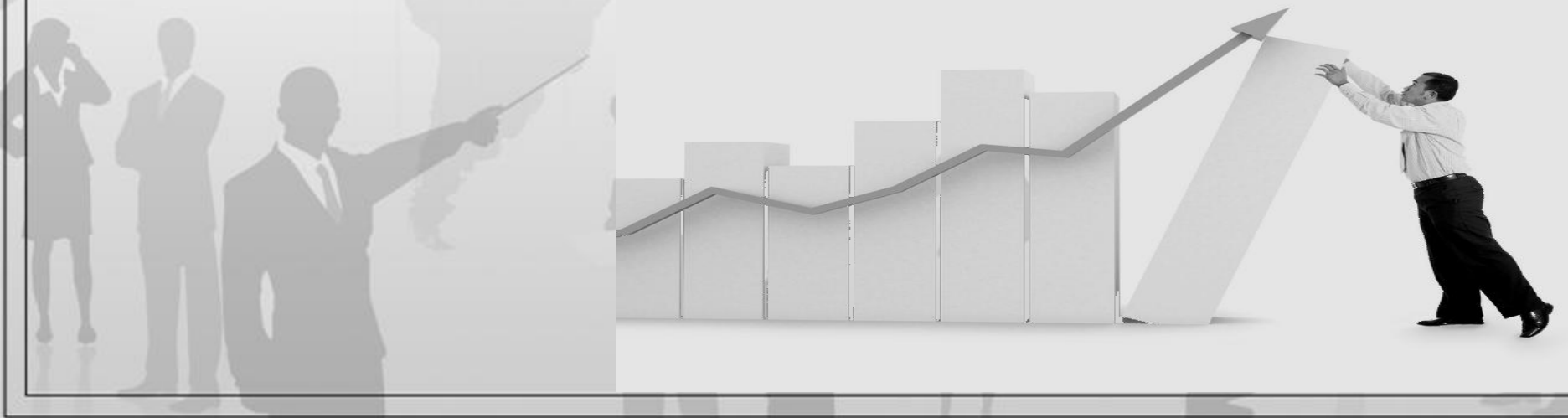


EXECUTING

- **MANAGE RESOURCES AND PEOPLE TO CARRY OUT THE PLAN.**
- **PROCESS PERFORMED TO CARRY THE WORK.**
- **ACHIEVE THE PROJECT OBJECTIVES.**
- **SOMETIMES REQUIRES PLANNING UPDATES AND RE-BASE-LINING.**



CLOSING PHASE



CLOSING

- **FORMALIZES THE END OF THE PROJECT.**
- **FINALIZE ALL THE ACTIVITIES.**
- **ENSURES THAT ALL TASKS ARE COMPLETE OR RESERVED.**
- **INVOLVES IMPLEMENTING A PLAN FOR ON-GOING MAINTENANCE.**
- **CONDUCTING A POST PROJECT REVIEW.**



POST PROJECT REVIEW

- **TO ASSESSES THE SUCCESS OF THE PROJECT: THIS INFORMATION IS USED TO IMPROVE FUTURE PROJECTS AND ORGANIZATIONAL PROCESSES.**
- **MEASURE HOW CLOSELY THE PROJECT MEETS CUSTOMER NEEDS.**
- **IDENTIFY WHAT WORKED WELL AND WHAT NEEDS IMPROVEMENT.**
- **DOCUMENT PATTERNS AND TRENDS.**
- **ARTICULATE METHODS FOR IMPROVEMENT.**
- **FORMULATE/SHARE LESSONS LEARNED AND BEST PRACTICES FROM FEEDBACK.**
- **ENSURE MATERIAL IS ARCHIVED FOR EASY ACCESS BY MANAGERS OF FUTURE PROJECTS.**

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